



# ***Command Individual Augmentation Coordinator (CIAC) Orientation***



***NSA – NAPLES, ITALY  
Admin Suite, Admin BLDG 3, BLDG #442B  
10 July 2012***





# Agenda

<b>Time</b>	<b>Topic</b>
<b>0830 – 0845</b>	<b>Welcome/Admin/Logistics/Kick-off</b>
<b>0845 – 0930</b>	<b>IA and CIAC Overview</b>
<b>0930 – 1000</b>	<b>Importance of Being an Effective CIAC</b>
<b>1000 – 1015</b>	<b>Break</b>
<b>1015 – 1100</b>	<b>CIAC Support – Pre-Deployment: Phase I</b>
<b>1100 – 1145</b>	<b>CIAC Support – Train and Equip: Phase II</b>
<b>1145 – 1245</b>	<b>Lunch</b>
<b>1245 – 1300</b>	<b>CIAC Support – Boots on Ground: Phase III</b>
<b>1300 – 1330</b>	<b>CIAS Support – Re-Deployment: Phase IV</b>
<b>1330 – 1400</b>	<b>Returning Warrior Workshop (RWW)</b>
<b>1400 – 1430</b>	<b>CIAC NFAAS Overview</b>
<b>1430 – 1445</b>	<b>Break</b>
<b>1445 – 1545</b>	<b>Resources: CIAC &amp; IA Sailor, FFSC/IDSS IA Support, Chaplain Support</b>
<b>1545 – 1615</b>	<b>Conclusion/Survey</b>



# ***Orientation Logistics***

***Admin Suite, Admin Building 3  
(BLDG #442B)***

***Heads***

***Coffee Mess***

***Smoking***

***Snack Machines***

***Lunch Options***

***Cell Phones***



# ***Orientation Objectives***

- ***IA Overview:***
  - ***Definition of Individual Augmentee***
  - ***IA support policy directives, IA Grams***
  - ***4 IA Sailor types of orders***
  - ***4 IA categories***
  - ***Global IA assignment locations***
  - ***4 phases of an IA deployment (the “IA Continuum”)***
- ***CIAC & Parent Command roles and responsibilities in support of IA Sailors and their Families:***
  - ***Definition of a CIAC***
  - ***Importance of CIAC & parent command support of IA Sailors***
  - ***CIAC responsibilities in the IA Continuum***
  - ***CIAC resources to facilitate outstanding support of IA Sailors***
  - ***NFAAS and the role it plays in the CIAC’s support of IA Sailors & Families***
- ***IA Sailor & Family support resources***
  - ***“One Stop Shop” - Navy IA website: [www.ia.navy.mil](http://www.ia.navy.mil)***



# Stakeholders

- ***U.S. Fleet Forces Command (USFF)***
- ***Commander, Navy Installations Command (CNIC)***
- ***Navy Personnel Command (PERS-4G)***
- ***Expeditionary Combat Readiness Center (ECRC)***
- ***Mobilization & Processing Sites (NMPS)***
- ***Commander, Navy Reserve Forces Command (CNRFC)***
- ***Supported Commands***
  - ***CENTCOM: Commander Task Force – Individual Augmentee (CTF-IA)***
  - ***AFRICOM: Commander Joint Task Force – Horn of Africa (CJTF-HOA)***
  - ***SOUTHCOM: Commander Joint Task Force – Guantanamo Bay (CJTF-GTMO)***
- ***Fleet & Family Services Center (FFSC)***



# ***IA Overview***





# ***IA Defined***

- ***IA Gram #5, April 2009 (NAVADMIN 099/09):***
  - ***“An Individual Augmentee (IA) is defined as any Sailor in receipt of individual deployment orders from PERS-4, to include Individual Augmentee Manpower Management (IAMM), Global War on Terrorism Support Assignments (GSA), Mobilized Reserve Component (RC) personnel not mobilized as part of an established commissioned RC unit, or a Health Services Augmentation program (HSAP) personnel.”***
  - ***NAVADMIN 171/10, November 2010: Overseas Support Assignment (OSA) replaces GSA (Enlisted only)***
- ***Once in receipt of Orders from PERS-4G, you are an IA***
- ***IAs deploy without the normal organic support a parent command provides***



# ***IA & Family Support Policy Directives***

- ***OPNAVINST 1754.6 (April 2009): Personal and Family Readiness Support for IA's and their Families***
- ***MILPERSMAN 1300-318 (October 2010): Screening Procedures for GSA, OSA, IAMM and RC MOB Assignments***



# ***Important IA Grams for CIACs***

- ***#2 (GENADMIN 151850ZSEP08): Common Operating Picture for IA/IA Family Support***
- ***#3 (NAVADMIN 293/08): Parent Command Assignment and Responsibilities for IA Sailors and their Families***
- ***#4 (NAVADMIN 076/09): Roles and Responsibilities of Parent Commands, NOSCs, and ECRC for IA Sailors and their Families***
- ***#5 (NAVADMIN 099/09): Assignment of CIAC***



# ***IA Sailor Types of Orders***

- ***IAMM (Individual Augmentee Manpower Management)***
- ***OSA (Overseas Contingency Operations Support Assignment)***
- ***GSA (Global Support Assignment)***
- ***RC MOB (Reserve Component Mobilization)***

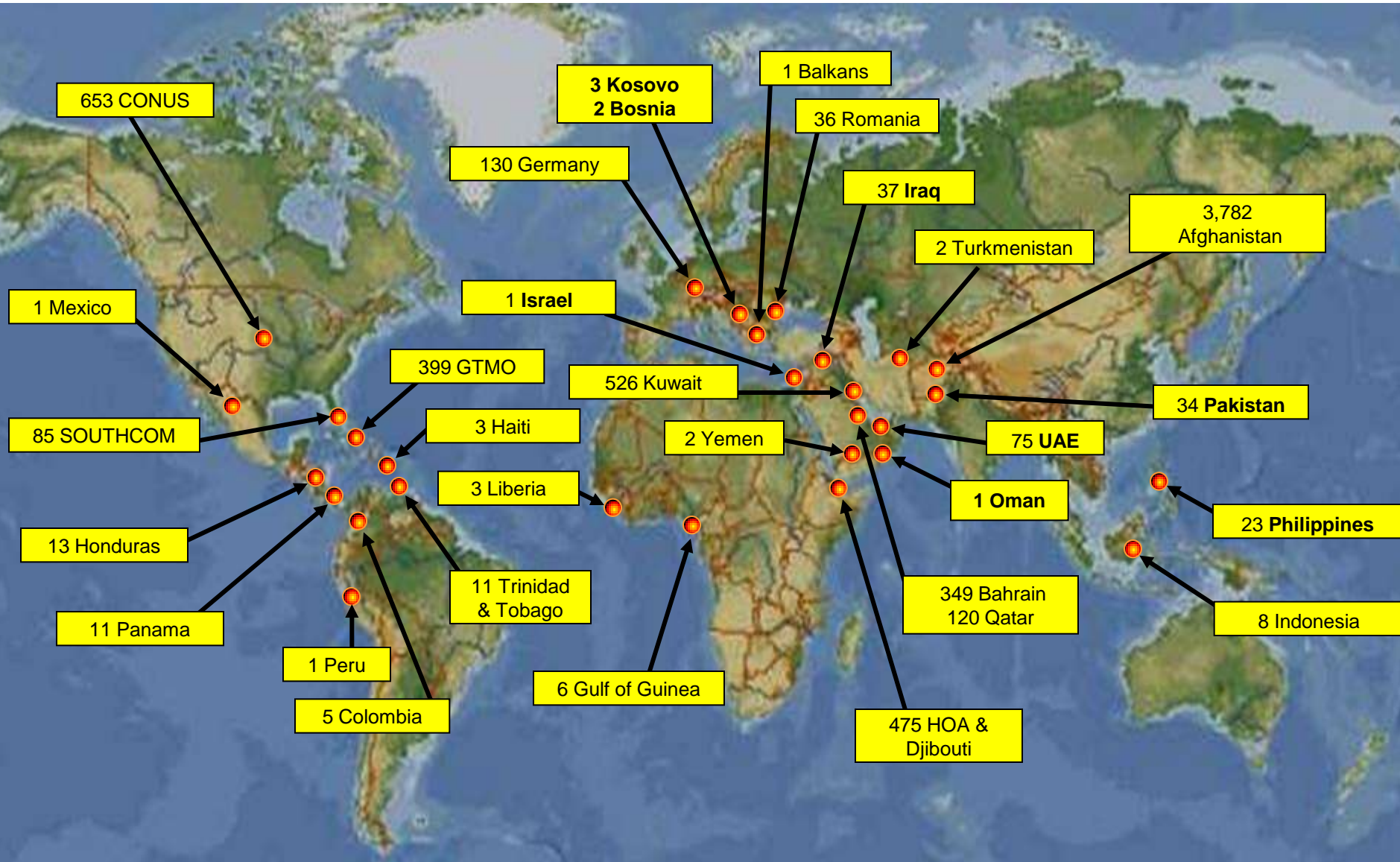


# ***IA Categories***

- ***Joint Manning Document (JMD)***
- ***Ad-Hoc Unit***
- ***RC Unit Mobilization***
- ***Service-to-Service Augment (S2S)***

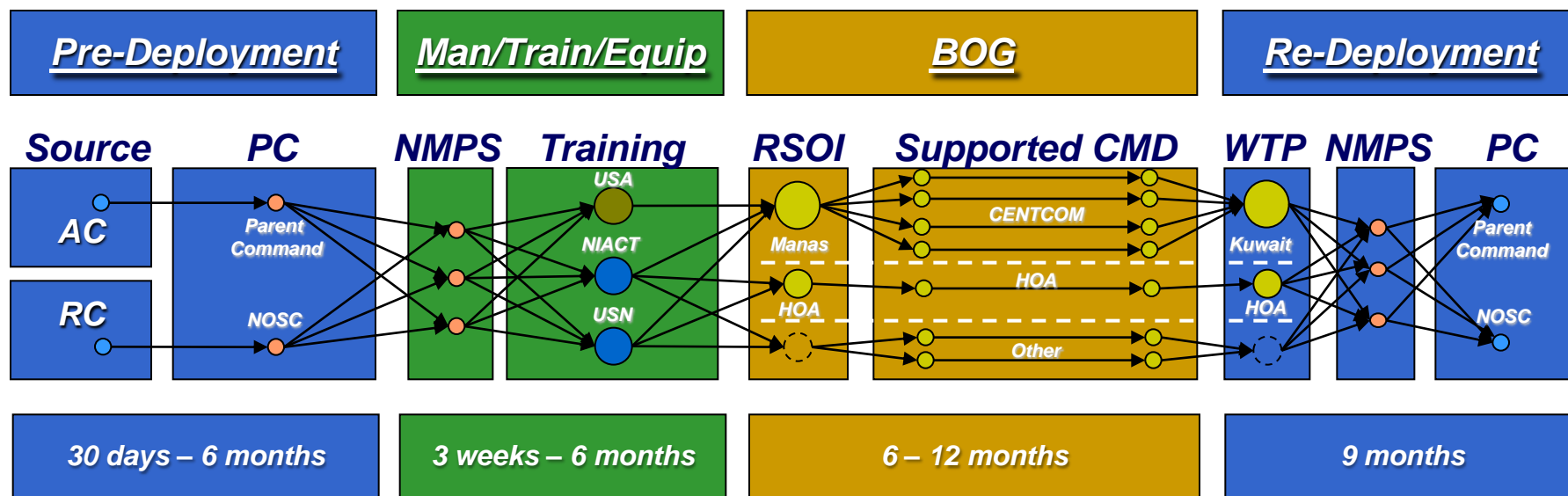


# Global Navy IA Locations





# IA Continuum





# ***Definition of a CIAC***





# CIAC Defined

- ***The Command IA Coordinator (CIAC) is the individual assigned by the Commanding Officer or Officer in Charge to provide support to the IA Sailor and Family throughout the IA Continuum***
  - ***Acts as a mentor, advocate and professional source of information for the IA Sailor before, during and after an IA assignment***
  - ***Should be an E-7 or above, preferably with previous IA experience***
  - ***Must have personal initiative and command support to be successful***
- ***All Navy commands with Sailors on IA Orders awaiting to depart, currently on IA assignment or having returned from IA assignment within the last 9 months must have a CIAC designated in writing by the CO or OIC***
  - ***All NOSC's must have designated CIACs to support RC IA Sailors assigned to lower echelon RC units***



# ***Importance of CIAC Support of IA Sailors***



## ***IA Comments***



# Why IAs Need Effective CIAC Support



Four Star Hotel?... NOT!!!



"Hospital Facilities"... MASH Style



ONE WEEKEND A MONTH MY ASS!



"Internet Café" facilities...



"Hit the deck... and take cover!"

If you can't make much out of this photo, I'm not surprised. I couldn't see much either when I was lying on my belly a few hours ago. We were enjoying lunch at the dining facility (the "DFAC") when the foreboding alarms went off, alerting us of an incoming rocket. As we have been instructed, we all hit the deck, covering our heads. One does this for several minutes and then seeks out a bomb shelter or "hardened" building.



# Why IAs Need Effective CIAC Support

## • Sailor Comments from USFF Post Deployment Surveys

*I keep trying to forget this whole thing ever happened, but it keeps getting brought back up. Nobody cared that I left, and nobody cared that I came back, with the singular exception of my Chief, and nobody told him what to do either. If there was a crack to fall through, I fell through it. Throughout my entire deployment and for six months afterward, I had no idea who my CIAC, or if I even had one (I didn't). A chief called me in August (7 months after I returned) claiming to be my CIAC, but who needs a CIAC half a year after they get back from an IA? He was about a year and a half late.*

*- AC, E4-E6, CENTCOM*

*My Command CIAC was OUTSTANDING!!! We had a natural disaster that affected our home and the CIAC went above & beyond to help out my family*

*- RC, O3-O4, Afghanistan*

*The main reason my IA experience was unpleasant was because for the first 8 months I was in Iraq I never heard from my parent command or my CIAC. At the 8 month mark we got a new IA coordinator that contacted me and seemed like he genuinely cared.*

*- AC, E4-E6, Iraq*

*CIAC sucked, all I received were nasty grams about make contact. Reserve unit never contacted my family. I initiated most contacts with them.*

*- RC, O5-O6, Afghanistan*

*My CIAC never communicated with me and I had to reach deeply into my command to find out my redeployment time frame for checking in getting liberty. No one, save my DIVO from back home, made an effort to get me information and I continued to receive NFAAS emails every 1-2 weeks that said my CIAC was not inputting data on me. I received word from her only after 3 weeks and 3 emails, and she emailed me one week before I was due back in the US just to say there was nothing else for her to do. I didn't need the support, but I needed information and it wasn't available without digging deeply. Unsatisfactory.*

*- AC, O1-O2, Kuwait*

*I felt taken care of administratively the whole time I was deployed, i.e., I never felt like anyone had forgotten about me. My parent command made an effort to reach out and I was able to get follow-on orders easily.*

*- AC, O3-O4, Iraq*

**YOU Absolutely Make The Difference!**



***Break***

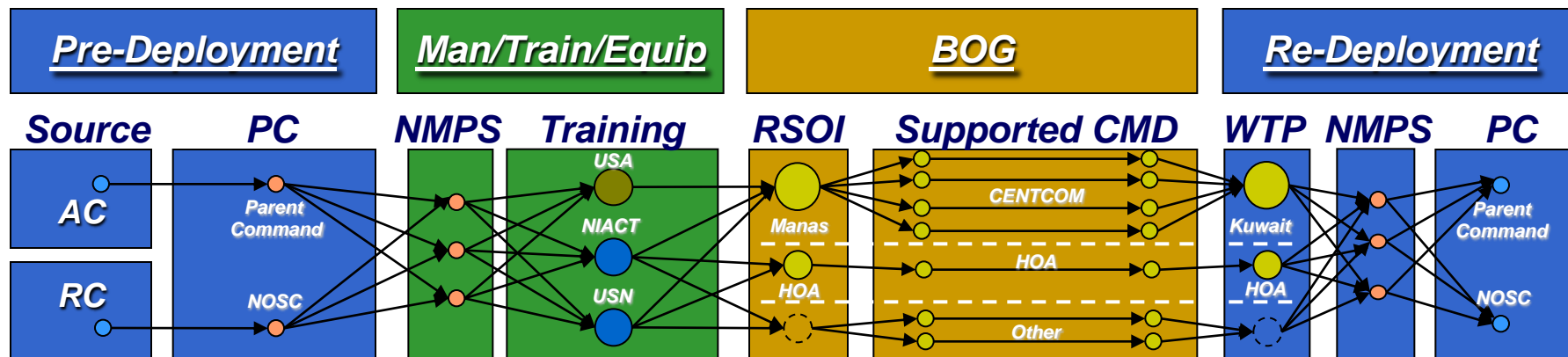


# ***CIAC Responsibilities in the IA Continuum***

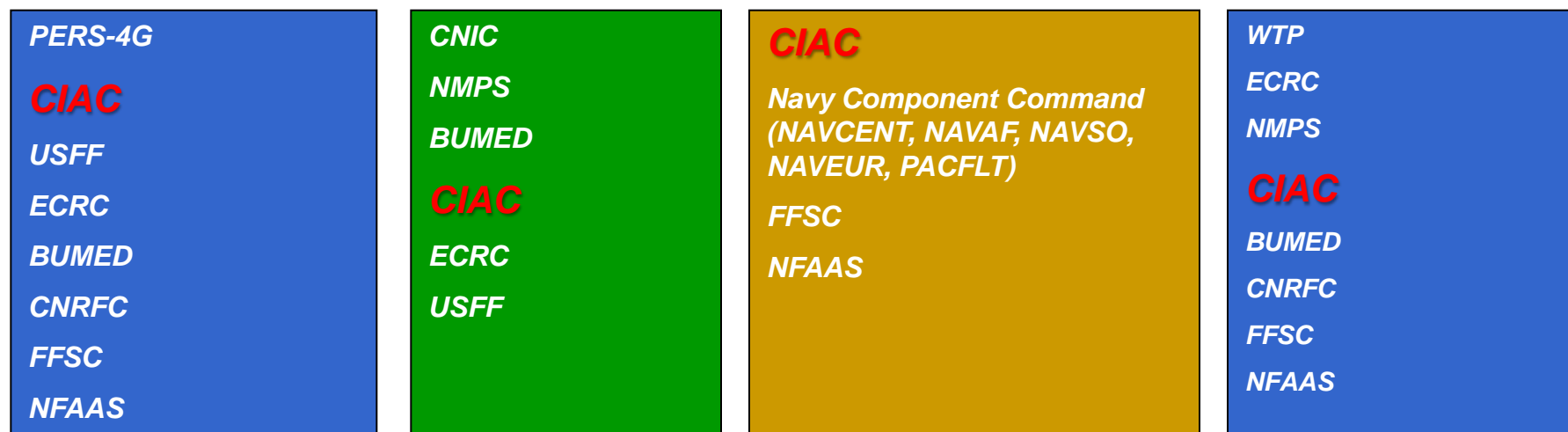




# The IA Continuum



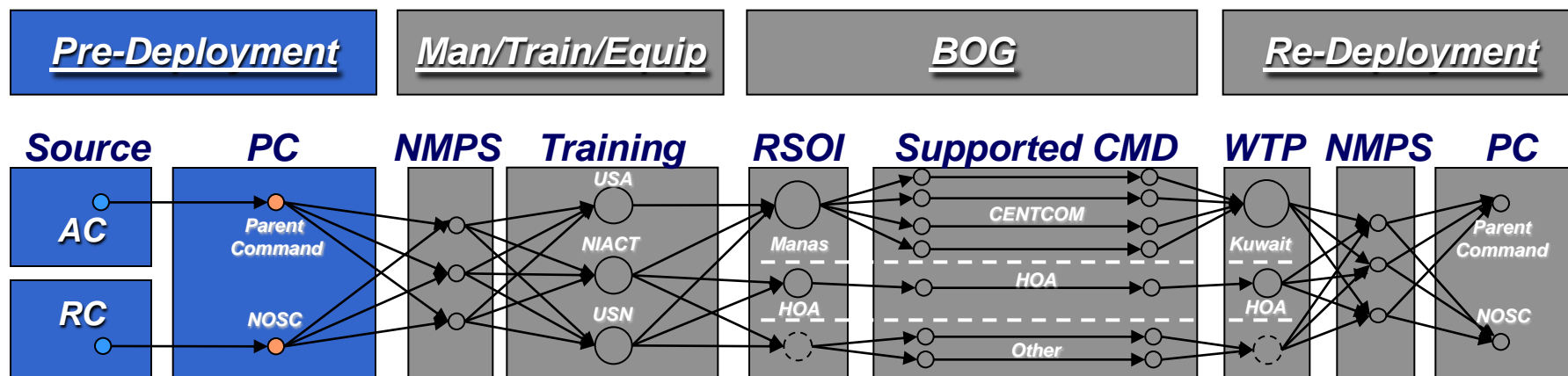
## Stakeholders



**CIAC support throughout the Continuum is vital to a successful IA tour!!!**



# Pre-Deployment Phase





# CIAC's Role

- *Prepare the Sailor and Family for upcoming IA assignment*
- *Read and explain orders with IA Sailor*
- *Facilitate, monitor and ensure completion of all IA screening checklists:*
  - *Coordinate with IA Suitability Screening Coordinator (medical POC for IA deployment requirements)*
  - *Ensure Sailor is provided time to complete checklist requirements*
  - *Notify command immediately of any problems*



# CIAC's Role (cont.)

- **Assist in Family preparation**
  - **Determine Family's plans during IA deployment (remain local, move in with family/friends, etc.)**
  - **Provide Sailor a Family Handbook**
  - **Ensure DEERS and TRICARE info are current**
  - **Encourage Sailor/Family attend FFSC pre-deployment briefs**
  - **Provide Sailor/Family with info on other support services (CO, CMC, CIAC, Ombudsman, Chaplain, Family Readiness Group, FFSC, IDSS)**
- **Begin management of Sailor's IA record in NFAAS**
  - **Ensure Sailor updates personal/family contact info in NFAAS**
  - **Explain NFAAS and its role in documenting Sailor/Family contact**
  - **Determine Family's desired contact interval (daily, weekly, monthly, emergencies only, other)**
  - **Document all actions in NFAAS**



# View IA Orders in BOL

BUPERS Online - BOL - Microsoft Internet Explorer provided by NMCI

Address: https://secure.bol.navy.mil/menu.aspx

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For help call 1-800-951-NAVY Bureau Of Naval Personnel Online

User Logged in: CULHANE JAMES R

### BOL Application Menu

[Application List]	[Advancements/Selection Boards]	Click on any information icon to the right of a menu item to see additional information about that application.
[Update Info]	[Application (FORMAN) Status]	
[Change Password]	[ARPR/ASOSH Online]	
[Help]	[Configuration Management]	
[FAQ]	[Exchanges Of Duty (SWAPS)]	
[Comments]	[FITREP/Eval Reports]	
[Privacy Policy]	[Individual Medical Readiness (IMR) Status]	
[Sign Out]	[Military Locator System]	
	[NavPers Legacy & Itempo]	
	[Navy Diversity Calendar]	
	[Navy Personnel Command]	
	[Navy-Marine Corps Mobilization Processing System (NMCMPs)]	
	[ODC, OSR, PSR, ESR]	
	[Overseas / IA Screening]	
	[Personnel Action Request 1306/7]	
	[PRIMS]	
	[Request Record on CD]	
	[Selection Board Member/Recorder Training]	
	[Selective Reenlistment Bonus]	
	[Update Race/Ethnicity Preference]	
	[View IA Orders]	
	[View Orders]	
	[Web Enabled Record Review]	

Version: 3.2 Rev. 3154 Build 23465

Internet

**View IA Orders**



# ***IA Suitability Screening***

- ***MILPERSMAN 1300-318 contains all IA screening requirements***
- ***BUMEDINST 1300.3 contains IA medical/dental screening requirements***
- ***Screening Checklists:***
  - ***NAVPERS 1300/22 (Expeditionary Screening Checklist)***
  - ***NAVPERS 1300/21 (Medical Suitability Certification)***
  - ***NAVMED 1300/4 (Expeditionary Medical & Dental Screening for IA and Support Assignments to OCO)***
- ***CO/XO report ESC and IA suitability screening completion via BUPERS Online (BOL)***



# NAVPERS 1300/22

- **Administrative Expeditionary Screening Checklist (ESC)**
- **Checklist highlights:**
  - **Qualification review:**
    - Proper skill set for mission
    - Career issues which could impact IA assignment (OBLISERV, HYT, PTS, dwell, etc.)
    - Performance issues which could impact IA assignment (FITREP/EVAL)
  - **Career management**
    - Transfer worksheets/exams to BOG IA Support agency
    - SRB
    - PRD adjustments
  - **Valid Security Clearance for mission**
  - **ISOPREP**
  - **Passport up to date**
  - **Valid Government Travel Credit Card**
  - **Navy e-Learning required course list**
  - **Pay issues**
  - **Legal issues**
  - **PFA issues/PRIMS transfer to IA status**
  - **Family Readiness (Page 2, DEERS, SGLI, NFAAS info, etc.)**
- **Checklist must be complete within 30 days of receipt of orders\***
- **Requires CIAC, Legal Officer, CMC/SEA and CO/OIC signatures**
- **Must be archived by the CIAC for 2 years**

*\* Some items will be completed later  
due to medical requirements*



# ***NAVMED 1300/4 & NAVPERS 1300/21***

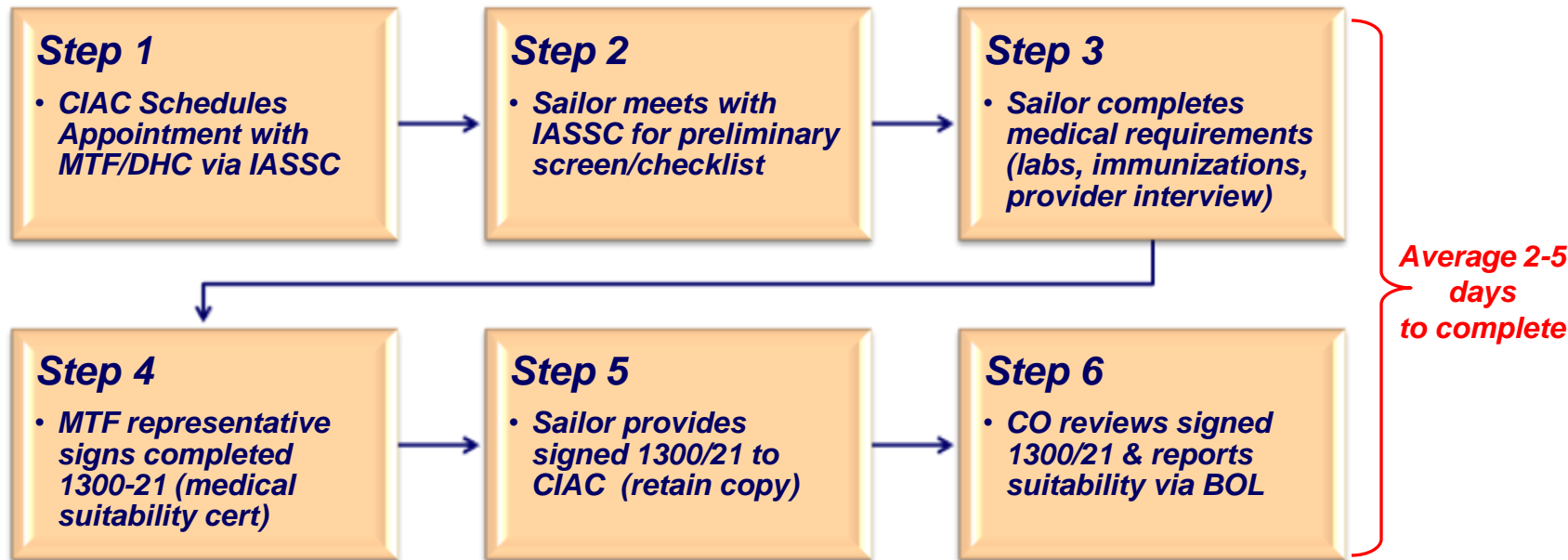
- ***NAVMED 1300/4***
  - ***Medical & Dental screening checklist***
  - ***Checklist highlights:***
    - ***Record screened for Medical Readiness***
    - ***Audiogram / Eye examination***
    - ***Immunizations (General and AOR specific)***
    - ***Labs***
    - ***Medications (appropriate supply for deployment duration)***
    - ***Some items may not be completed until w/in 60 days of deployment***
    - ***Directs completion of Pre-Deployment Health Assessment (DD 2795)***
      - ***Must be completed by, but no earlier than 60 days prior to the deployment date***
      - ***Must be documented in Medical Readiness Reporting System (MRRS)***
    - ***Interview with health care provider***
    - ***Waivers***
    - ***Dental screening***
  - ***Must be documented in MRRS***
- ***NAVPERS 1300/21***
  - ***Certification by medical provider that member is medically qualified for IA assignment***
  - ***Must be provided to the CO***
  - ***Must be archived by the CIAC for 2 years***



# Expeditionary Medical Screening

## • CIAC responsibilities

- Ensure IA Sailor completes medical suitability screening at MTF/DHC
- Coordinate with IA Suitability Screening Coordinator (IASSC)
- Ensure CO reports suitability within 30 days of orders notification



IASSC: MTF/DHC representative for IA medical suitability screening questions

- AOR specific requirements
- Special cases, waivers, etc.

Provider: Nurse practitioner, Physician's Assistant, or Medical Officer

- Conduct screening interview/update MRRS



# CO/XO IA BOL Suitability Screening

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[Help]	[Configuration Management]	
[FAQ]	[Exchanges Of Duty (SWAPS)]	
[Comments]	[FITREP/Eval Reports]	
[Privacy Policy]	[Individual Medical Readiness (IMR) Status]	
[Sign Out]	[Military Locator System]	
	[NavPers Legacy & Itempo]	
	[Navy Diversity Calendar]	
	[Navy Personnel Command]	
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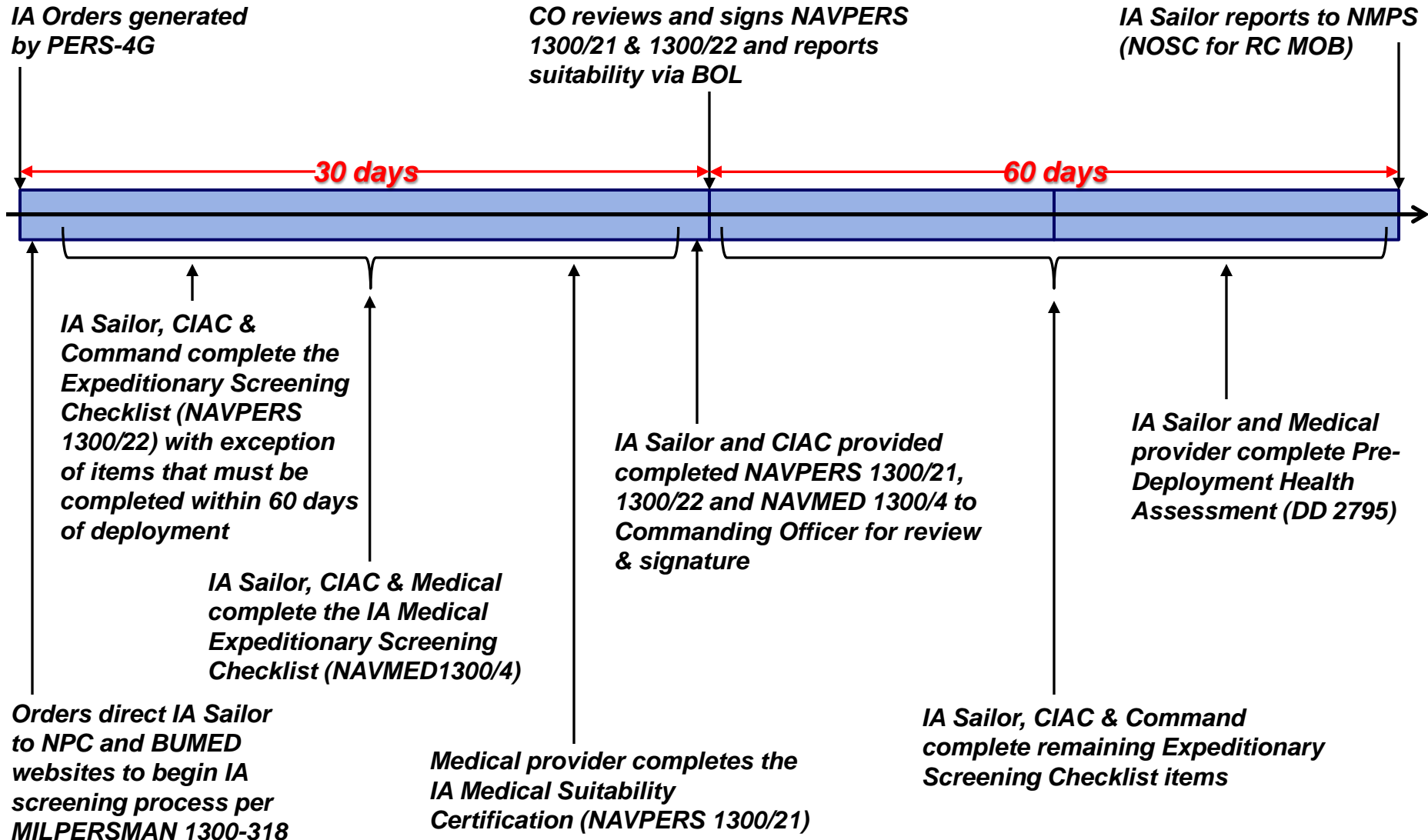
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**Suitability  
Screening  
Reporting**





# IA Screening Timeline



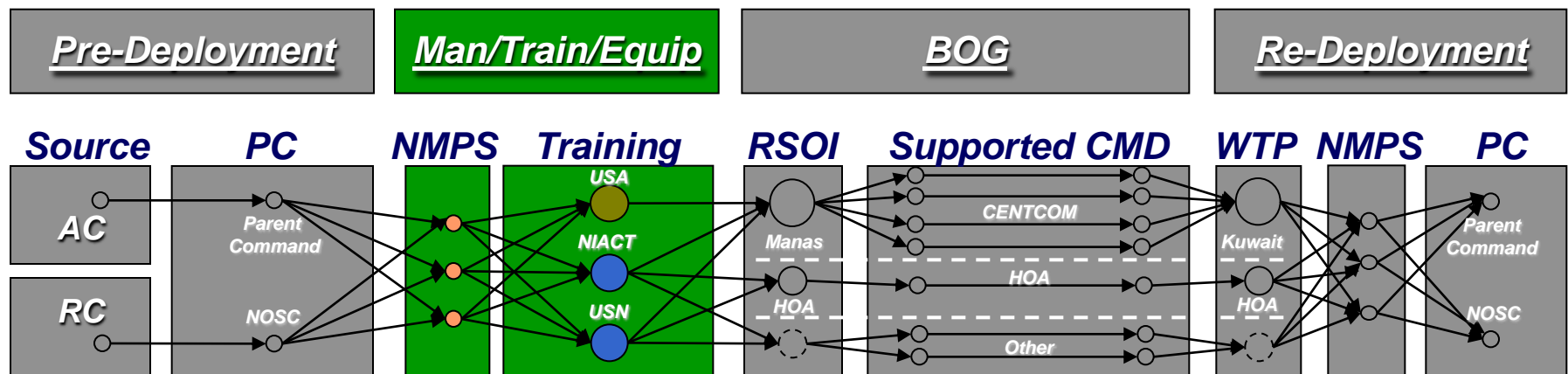


# ***Pre-Deployment Phase Completion***

- ***Sailor has all IA related documents (to include screening checklists) in their possession***
- ***IA's Family is prepared for upcoming deployment***
- ***Command internalizes ownership of IA Sailor and Family for duration of IA assignment***
- ***Command conducts appropriate send-off for IA Sailor and Family***
  - ***Face-to-Face with Family***
  - ***All contact info is up to date***
- ***Next stop: NMPS***



# *Training & Equipping Phase*





# ***CIAC's Role***

- ***Support the IA Sailor with resolution of any Sailor or Family issues that arise during NMPS or CONUS Training***
  - ***Report issues to chain of command***
  - ***Coordinate with IDSS for resolution***
  - ***Inform ECRC as appropriate***
- ***Continue monthly contact and documentation in NFAAS***
- ***Update IA's contact info in NFAAS info every time they change duty stations during the Training Phase***
- ***Administrative Responsibilities:***
  - ***Parent Command: IAMM, OSA and RC MOB***
  - ***ECRC: GSA***



# NMPS

- **Three primary NMPS locations:**
  - (Norfolk, VA / San Diego, CA / Gulfport, MS)
- **Report to NMPS Norfolk in uniform of the day**
- **Bring:**
  - Orders with command check-out stamp
  - Completed Expeditionary Screening Checklist (1300/22)
  - Medical & Dental Records (with Completed Expeditionary Medical Screening Checklist (1300/4)
  - 2 pair of prescription glasses (current prescription)
  - 90 day supply medication
  - Updated Page 2 & SGLI
  - Activated Government Travel Card (GTCC)
  - Certificates for pre-requisite NKO/Navy e-Learning training
  - All prior DD-214s (RC Sailors only)
  - Blank & voided checks (RC Sailors only)
- **Do not Bring:**
  - More than you can carry



# NMPS

- **Function:**
  - **Expeditionary Screening Checklist (1300/22)**
  - **Expeditionary Medical Screening Checklist (1300/4)**
  - **Additional administrative and medical processing**
    - Completion of Pre-Deployment Health Assessment (DD 2795) if not already complete (OCONUS only)
  - **Pre-deployment briefs:**
    - Chaplain
    - Legal
    - Expeditionary Combat Readiness Center (ECRC)
    - Personnel Support Detachment (PSD) (RC Sailors only)
    - Career Information
    - Operational Stress Control
    - Sexual Assault Prevention And Response (SAPR)
    - Navy Marine Corps Relief Society
    - Fleet Family Support Center (FFSC)
    - Tri-Care (RC Sailors only)
    - Travel Claims
  - **Uniform & Gas Mask fitting and issue**
- **Program Management: CNIC**
  - **NMPS Website:**  
[http://www.cnic.navy.mil/CNIC\\_HQ\\_Site/WhatWeDo/AdministrativeServices/NavyMobilizationProcessingSitesNMPS/index.htm](http://www.cnic.navy.mil/CNIC_HQ_Site/WhatWeDo/AdministrativeServices/NavyMobilizationProcessingSitesNMPS/index.htm)



# ***Expeditionary Combat Readiness Center***

- ***PRIMARY MISSIONS***
  - *Train and Equip Individual Augmentees*
  - *Provide Support to IAs and their Families*
- ***FAMILY READINESS/CIAC SUPPORT***
  - *ecrc.fs.fct@navy.mil*
  - *1-877-364-4302 (24 hour hotline)*
- ***OPS HELP DESK***
  - *ecrc.hq.fct@navy.mil*
  - *757-462-4744 x119*



# CONUS Army Training

- **Combat Skills:**
  - **Navy Individual Augmentee Combat Skills Training (NIACT)**
    - 17 days at FT Jackson, SC
    - Minimum training required to enter CENTCOM AOR
    - ECRC staff (LNOs) on site
  - **FT Dix, NJ / FT Bliss, TX :**
    - 1<sup>st</sup> Army oversight/trainers
    - 30-45 days depending on the mission requirements.
    - ECRC staff (LNOs) on site
  - **FT Polk, LA:**
    - TRADOC (US Army)
    - ~60 days for all Embedded Training Teams (ETTs).
    - ECRC staff (LNOs) on site
  - **Camp Atterbury, IN:**
    - 1<sup>st</sup> Army oversight/trainers
    - Provincial Reconstruction Teams (PRTs)
    - 3-6 months of individual/billet-specific and basic combat skills training
    - ECRC staff (LNOs) on site
  - **Topics include:**
    - Intro to the Army / Army Values
    - Weapons qualifications
    - First Aid / Combat Life Saver
    - Land Navigation
    - Convoy training
    - Personnel recovery
- **Mission-Specific Training:**
  - Various combinations of training at different CONUS locations based on specific IA assignment
- **\*\*Check orders for training I-Stop locations, duration, & sequence\*\***



# CONUS Training Map

**Total:**  
ECRC 41/ 421

**Last Week:**  
ECRC 39/373

**FY-12 SAILORS  
SUPPORTED Total:**  
4395

**FY-12YTD  
Total: 3304**

**FY-11Total:**  
7537



Blue = active site  
Gray = inactive



# ***Training on 1<sup>st</sup> Army Installations***

- ***Training environment designed to replicate the deployed environment***
- ***Many Restrictions:***
  - ***General Order #1 (1<sup>st</sup> Army sites only)***
    - ***No alcohol***
    - ***No off-base liberty***
    - ***No civilian clothing***
  - ***No personal vehicles***
  - ***No family visits while in training***
- ***The “Army way” is different from how the Navy conducts business:***
  - ***Cultural differences***
  - ***Differences in paygrade authority***
  - ***ECRC has detachments at most CONUS Army Training sites to facilitate issue resolution***
    - ***Navy Officer (O5/O4) / SEA (E7/E8) present as a liaison between Navy students and Army trainers.***



# ***Training Phase Completion***

- ***IA's depart final CONUS training site and travel to theater via Airlift (AMC military or charter flight)***
  - ***Sailors in training for >45 days with deployment orders of at least 179 days are authorized a pre-deployment I-Stop back to parent command (leave)***
    - ***Usually 8-10 days***
    - ***Theater travel date ultimately dictates length of leave***
    - ***Site LNOs will coordinate travel w/ECRC HQ staff***
    - ***Standard leave for those electing to travel to locations other than parent command (e.g. Sailors pay their own way to/from training site)***
- ***Arrive at Reception, Staging, Onward Movement & Integration (RSO&I)***
  - ***NAVCENT FWD HQ Manas, Kyrgyzstan for Afghan deployers***
  - ***Kuwait for CENTCOM/non-Afghan deployers***
    - ***Boots On Ground (BOG) counter starts***
    - ***Additional briefings, acclimation, and administrative processing***
    - ***Transportation to ultimate duty station***



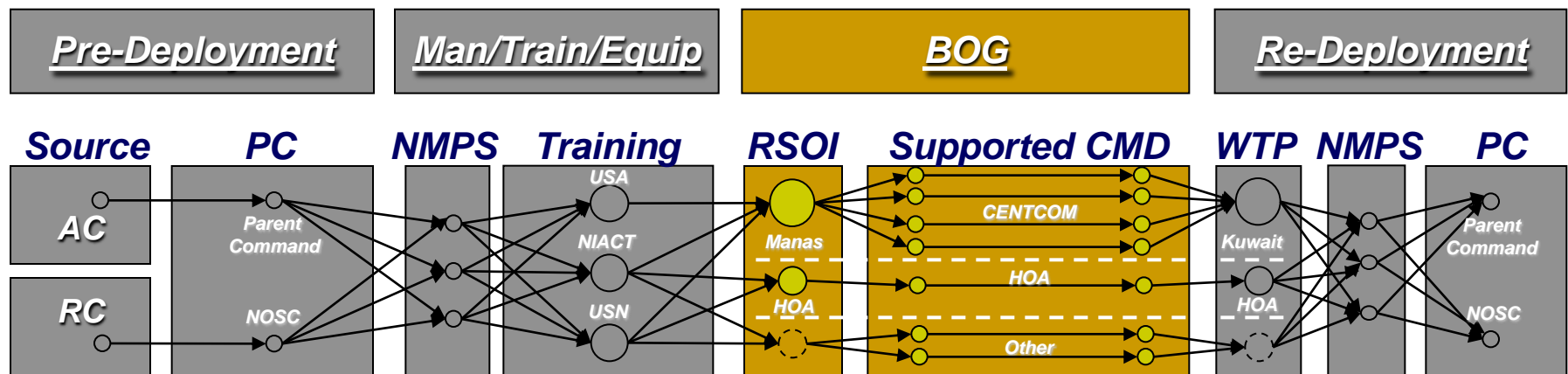
# ***Lunch***



***NIACT***  
***(Navy IA Combat Training)***  
***Fort Jackson, SC***  
***Video***



# ***Boots on Ground (BOG) Phase***





# CIAC's Role

- ***Support the IA Sailor with resolution of any Sailor or Family issues that arise while BOG***
- ***Obtain in-theater contact info and update NFAAS & command social roster***
- ***Keep command informed on the IA Sailor's activities & well being***
- ***Maintain contact with IA and Family***
  - ***Do not let the IA Sailor feel forgotten or abandoned by the parent command***
  - ***Document contact with IA Sailor and Family in NFAAS***
- ***Keep Family involved in command activities (official and social)***
- ***As Re-Deployment date approaches:***
  - ***Keep command informed of any changes to re-deployment orders***
  - ***Schedule FFSC pre-return brief for Family (if desired)***
  - ***Plan welcome home event for IA Sailor and Family***



# CIAC Effectiveness: BOG Phase

## • Sailor Comments from USFF CIAC Support Survey

*I was provided a boilerplate monthly email from someone who was allegedly my CIAC but when I tried to respond for assistance with an issue that I needed to deal with, I got an auto-response email indicating that person no longer worked there.*

- RC, O5-O6

*I have been IA for almost 3 months and have yet to receive contact that was initiated by my CIAC. I have been waiting for a travel claim for 3 months. Every time I speak to my CIAC, they are very rushed and have total lack of knowledge on the status of my requests*

- AC, E4-E6

*Helped facilitate my wife in obtaining a new ID card after it was lost at the airport.*

- AC, E4-E6

*I never heard from my CIAC and when I contacted him about an E-7 exam waiver it was like pulling teeth trying to get answers.*

- RC, E4-E6

*My previous command remains in contact and makes me feel like my family is taken care of while I am away. I am a GSA and it feels like I have not left my parent command. My command has taken an active role in supporting my family, which has reduced the stress of this deployment immeasurably.*

- AC, O3-O4

*The CIAC assisted my wife with pay issues when contract errors resulted in my family being dropped from TRICARE 6 months before my return. CIAC kept in touch with me on these issues.*

- RC, E7-E9

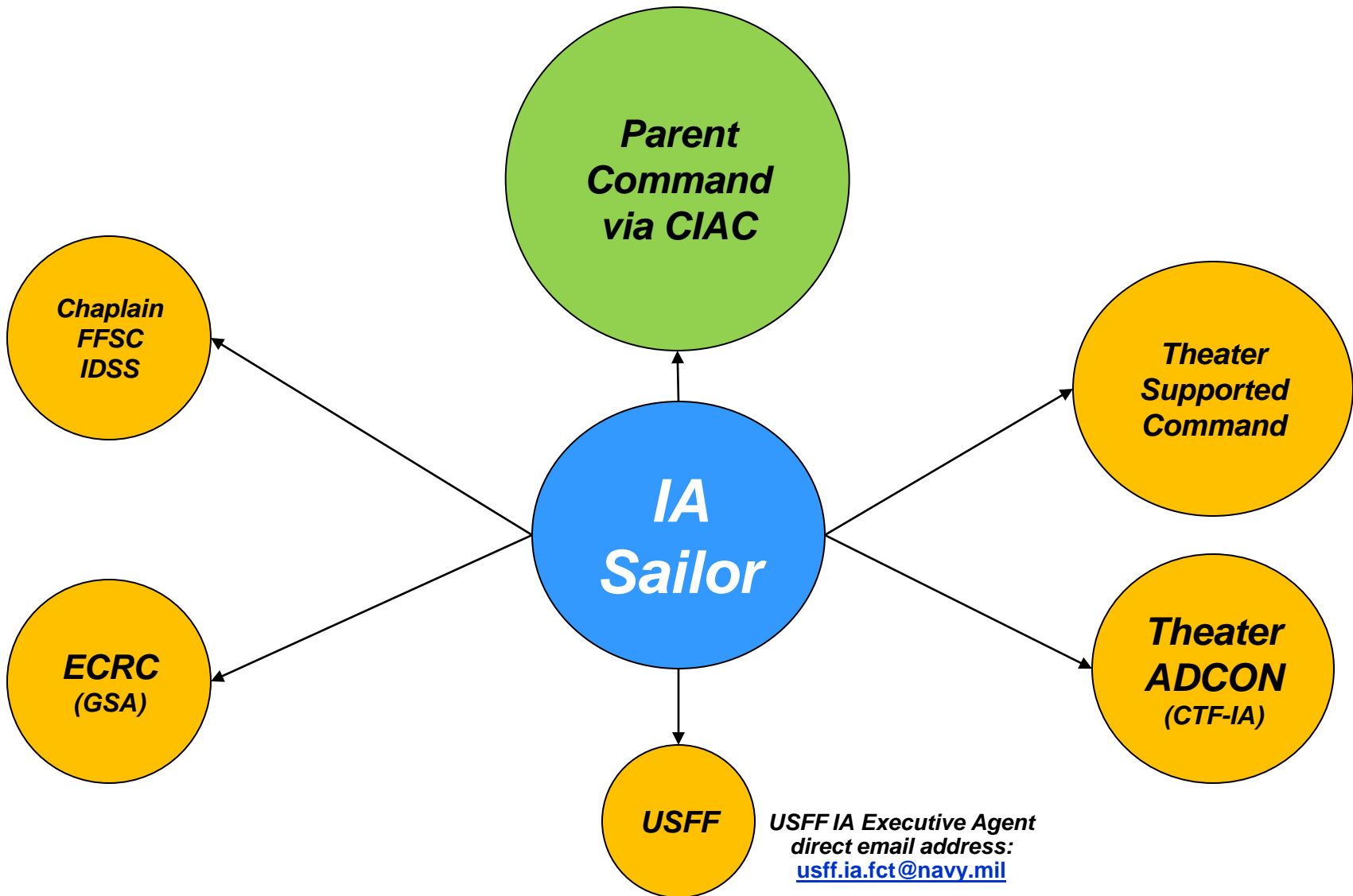
*My CIAC is very much involved in assisting me during my deployment. Always checks with me to see if there is anything I need or if I have any questions or concerns. Very helpful! Made sure my family has all important information and resources pertaining to my deployment. CIAC program is excellent and makes me feel like I'm truly being taken care of.*

- RC, E4-E6

**YOU Absolutely Make The Difference!**

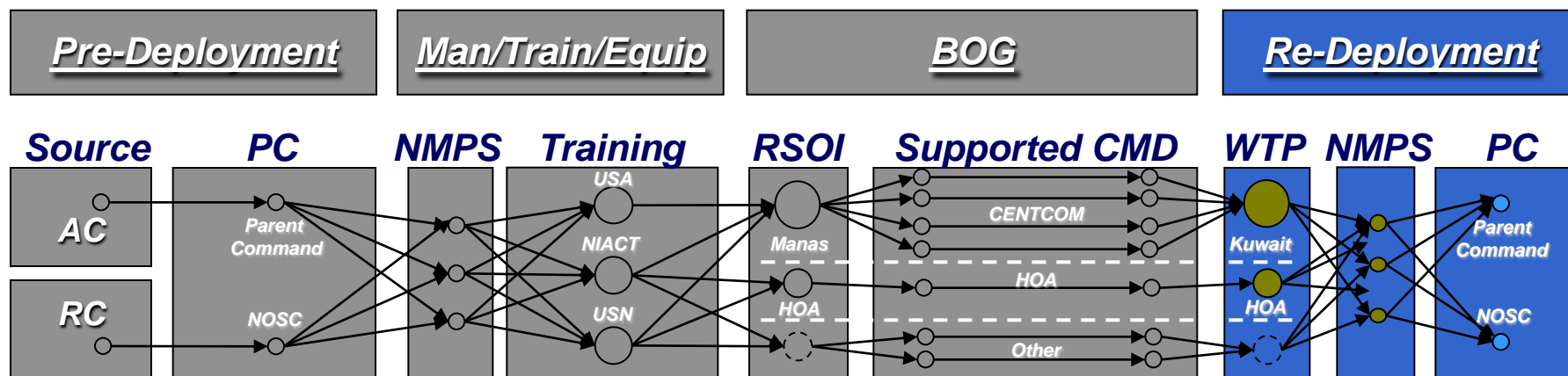


# BOG Support





# Re-Deployment Phase





# ***CIAC's Role***

- ***Support the IA Sailor with resolution of any Sailor or Family issues that arise after return from IA assignment***
- ***Ensure IA greeted at airport by command representative***
- ***Coordinate Welcome Home ceremony for returning IA Sailor***
- ***Coordinate IA Sailor's Leave with command's schedule***
- ***Coordinate IA Sailor's reintegration into the command***
  - ***Training***
  - ***Mission Readiness***
  - ***Upcoming deployment/detachment/work-up schedule***



# ***CIAC's Role (cont.)***

- ***Enter Re-Deployment date in NFAAS***
  - ***Continue to track IA until 9 months after Re-Deployment date***
  - ***Execute CIAC-to-CIAC positive hand off if IA Sailor transfers to a new parent command***
- ***Track completion of required items with IA Sailor and command:***
  - ***Post-Deployment Health Assessment (PDHA, DD 2796)***
  - ***Post-Deployment Health Re-Assessment (PDHRA, DD 2900)***
  - ***Follow-on medical referrals***
  - ***Document completion in NFAAS***
- ***Encourage participation in reintegration events such as Returning Warrior Workshop (RWW)***



# Re-Deployment Phase Timeline

**Theater Warrior  
Transition Program  
(WTP) 3-4 Days**

**IA Record dropped from  
NFAAS 9 months from  
Re-Deployment date**

**NMPS 1-3 Days**

**Reintegrate with Parent  
Command, execute follow-on  
PCS orders (OSA & GSA only)**

**NOSC (RC Only)  
1-2 Days**

**Command  
Welcome  
Home event**

**3-6 months from  
Re-Deployment date**

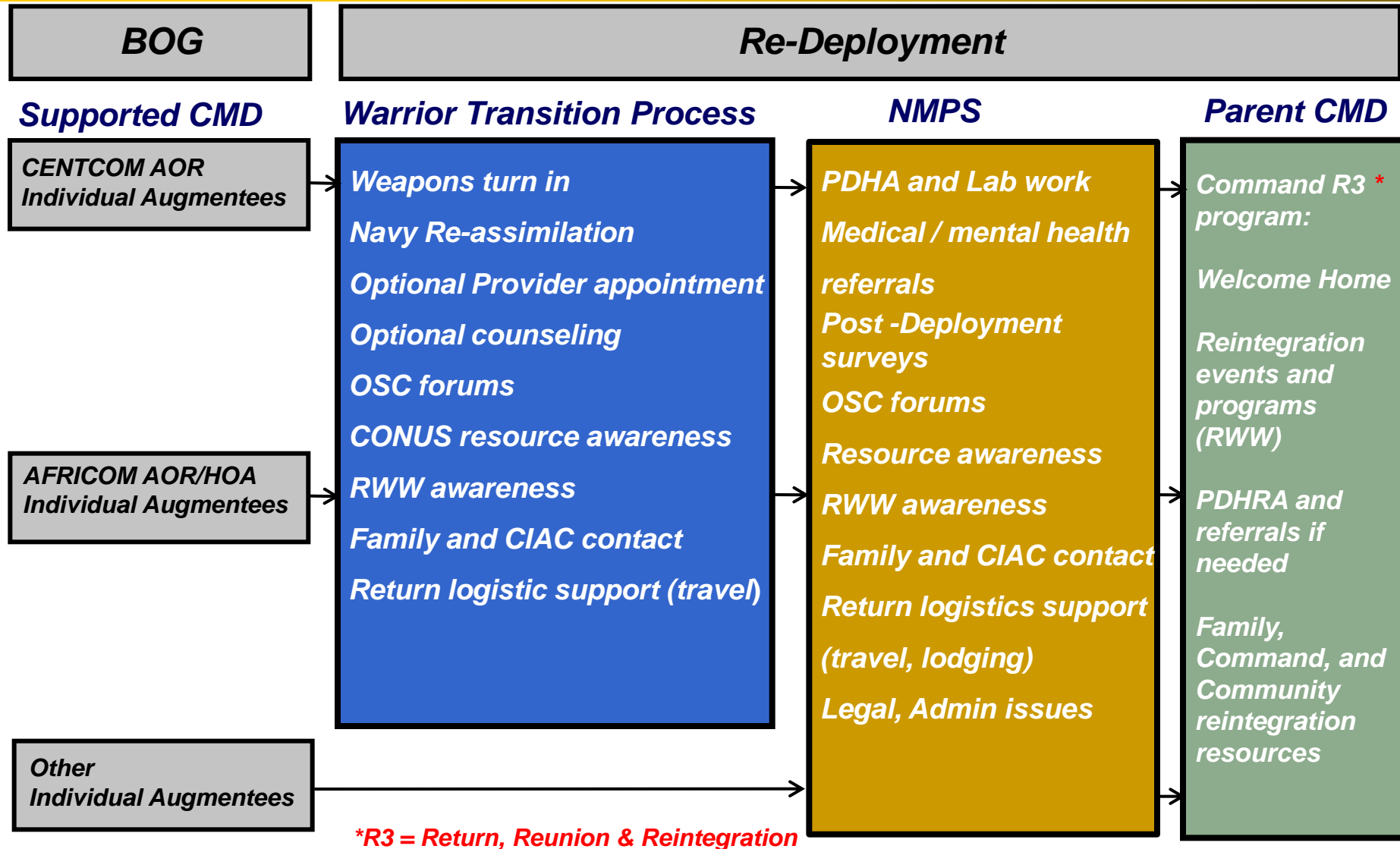
**Sailor completes  
PDHA**

**Sailor participates in  
Returning Warrior Workshop  
(RWW) (All RC, AC if space  
available)**

**Sailor completes  
PDHRA**



# Redeployment Process





# ***Returning Warrior Workshop (RWW)***

- ***Focus***

- ***Trained facilitators lead Sailors and guests through a series of presentations and discussions addressing post combat stress and transition back to civilian life***
- ***Participants have opportunities to share experiences in a safe environment***
- ***Overwhelming majority of attendees report a beneficial experience***
- ***Currently a volunteer evolution***
- ***Guidelines for choosing a location for a RWW event***
  - ***Within 350 miles of your duty station (travel via POV)***
  - ***Exceptions made on a case-by-case basis***



# ***Returning Warrior Workshop (RWW)***

- ***Contact Information***

<i>– RCC Mid-Atlantic</i>	<i>Eric Harris</i>	<i>757-444-7295 x2009</i>
<i>– RCC Southeast</i>	<i>Matthew Davis</i>	<i>904-542-2486 x123</i>
<i>– RCC Midwest</i>	<i>David Rice</i>	<i>847-688-4916 x205</i>
<i>– RCC Northwest</i>	<i>Cynthia Miller</i>	<i>425-304-4820</i>
<i>– RCC Southwest</i>	<i>Susan Hare</i>	<i>619-532-4272</i>
<i>– Active Duty Travel Funding</i>	<i>LCDR Smith</i>	<i>757-836-2398</i>

- ***Schedule and Information***

- Navy IA website: [RWW Information & Schedule](#)*

- ***Registration***

- [www.federalconference.com/rww](http://www.federalconference.com/rww)*

- ***Funding:***

- AC via DTS*
- RC via NROWS*



# ***Returning Warrior Workshop (RWW)***

- ***Sample Event Schedule***

***FRIDAY (1600-2200):***

- ***Registration and Check-in***

***SATURDAY (0600-2100):***

- ***Introductions and Logistics***
- ***Warrior Reflections***
- ***Telling your Story and Couples Stories***
- ***Spiritual Balance***
- ***Improving the Process for Service Members and Couples***
- ***Stress Management***
- ***Returning to AOR, Couples Re-Connecting, Family Issues and Budgets***
- ***Counseling Available***
- ***Banquet of Honor***

***SUNDAY (0700-1300):***

- ***Worship Services (Optional)***
- ***All Hands Session***
- ***Returning to AOR, Debt Management, Stress and Stress Management Techniques***
- ***Benefits***
- ***Resources (VFW, ESGR, One Source, CO Benefits, VA, Vet Center, Tri-Care, Concordia and NMFA)***
- ***Closing Remarks***



# ***Returning Warrior Workshop (RWW)***

***“After attending a Returning Warrior Workshop, my wife and I agreed that it was the best Navy planned, funded and executed event we have ever attended! Absolute strongest recommendation that all hands and their spouses or significant others attend!”***

***CDR Wegman, 01 FEB 2012***



# ***CIAC NFAAS Overview***





# ***NFAAS Role in IA and Family Support***

- ***CIAC***
  - ***Commanding Officer Representative (COR) grants CIAC access to NFAAS***
  - ***CIAC NFAAS training available monthly via Defense Connect Online (DCO)***
  - ***Monthly contact with IA must be documented in NFAAS***
- ***Individual Deployment Support Specialist (IDSS)***
  - ***Monthly contact with Families must be documented in NFAAS***
    - ***Requirement is in addition to CIAC monthly contact with Family***
- ***Information entered in NFAAS must be accurate & complete***



# NFAAS Data Sources





# NFAAS Homepage

## NFAAS | NAVY FAMILY ACCOUNTABILITY and ASSESSMENT SYSTEM



### NFAAS Login Page

#### Navy Military, Civilians, OCONUS Contractors, and their Families

To update your contact information and account (muster)

[Click Here](#)

Includes Active Duty, all Reservists, Navy Civilian Employees, NAF and NEX Employees, and their Family Members, as well as OCONUS Contractors affected by an event.

Note: IRR Reservists and contractors in the Continental U.S. can NOT login at this time.

#### Login Problems

If you have problems accessing NFAAS, [click here](#) to send an email for assistance. Please include your name, phone number and UIC (if possible) in order for us to contact you. **Please, do NOT include SSN/DOB.**

#### All Navy Support, Authorized Personnel and Staff

(must have been granted access by command)

[Click Here](#)

[CIAC Low bandwidth](#)

(CAC Required for Access)

To perform duties for COR, Command & Regional Admin, Personnel Accountability, Analysis & Reporting, Case Management, IA Support & tracking and other related tasks.

### What is NFAAS?

Navy Family Accountability and Assessment System (NFAAS) standardizes a method for the Navy to account, manage, and monitor the recovery process for personnel and their families affected and/or scattered by a wide-spread catastrophic event. The NFAAS provides valuable information to all levels of the Navy chain of command, allowing commanders to make strategic decisions which facilitate a return to stability.

NFAAS allows Navy Personnel to do the following:

- ✓ Report Accounting Status
- ✓ Update Contact/Location information
- ✓ View Reference Information



# CIAC NFAAS Training



**NFAAS** NAVY FAMILY ACCOUNTABILITY  
and ASSESSMENT SYSTEM



Logout

CIAC\Training Low Bandwidth

Home Command Command UIC Admin Personnel DADT Repeal Trng Cmd IA Files Accounting Reports Reference My Info Upload Data Help

## Announcements

### Per NAVADMIN 275/11 all navy personnel have been requested to Verify/Update their Address and Contact information in NFAAS.

To successfully accomplish this there are a couple of tasks you should be performed on the "MY Info" tab of each person's "Full Profile". Each of these steps should be performed on the "Contact Information" section **AND** the "Family Member Info" section.

Review Address and Contact (email/phone) information (on the "Contact Information" Section and the "Family Member Info" Section)

1. If everything is correct click the "Verify Info as Current" button. (Should be done for each family member too)
2. If the information is incorrect please click the "Edit" button and correct the information and save it. (If family member data is the same as make sure to click the checkboxes for all that the information applies to)

Unfortunately, address information can **ONLY** be Verified and/or updated when logging in with CAC or Username and Password. If "Personal Information" was used to login only their contact information will be updated and it **WON'T** verify(track) that their address information is correct. So, please encourage them to login with one of the other methods and follow the steps above.

### NFAAS 101 ECM and IDS TRAININGS ARE NOW AVAILABLE ONLINE!

NFAAS 101 ECM and IDS training are now available online in the 'Training' section to the right or by clicking [here](#). After completion of this training, ensure you complete the survey and send a copy of your training certificate to your respective RCM/RIDSC.

**24-Hour Navy Emergency Coordination Center:**  
1-877-414-5358 or 1-866-827-5672  
ECRC 24-Hour IA Family Helpline:  
1-877-364-4302  
NFAAS Help Desk:  
1-866-946-9183 or 1-619-553-8167

## Online Training

Scroll down to see our upcoming Online training sessions. **No registration is required**, just login to DCO prior to the meeting time.

Audio Dial-in: 866-780-0335 passcode: 5653510#  
**Note:** Audio will **only** be on the phone conference which is limited to 100 connections filled on a first-come/first-served basis!

### CIAC Training

Wednesday, 30 Nov. 2011  
1300-1430 Eastern Time - Login to DCO [here](#)

### Fleet and Family Services Training

## Emergency Prep Resources

The resources listed below provide additional information about preparing yourself and your family for an emergency

- ▶ Operation Prepare ([www.cnrc.navy.mil](http://www.cnrc.navy.mil)): Emergency planning information and tools for all Navy personnel.
- ▶ Fleet & Family Support Center ([www.ffsp.navy.mil](http://www.ffsp.navy.mil)): Programs and services to support sustained mission and Navy readiness.
- ▶ American Red Cross ([www.redcross.org](http://www.redcross.org)): Preparedness guides and information for home, school, work and community.
- ▶ Ready.Gov ([www.ready.gov](http://www.ready.gov)): Information, checklists and printable forms to educate and empower Americans to prepare for various emergencies.

## Hot Topics



**Navy IA Website**  
Provides Sailors, Families, Commands and Employers a comprehensive one-stop mobilization resource including the latest IA

Grams.



# Sailor NFAAS Record

Close Details for IA File: 75491(Returned) Actions: Choose One Help Command IA Coordinator: Adsit, William C JR

NFM Personal Info Help

More Contact Data

IA Preferred Contact Info Help

Name: Training, Charlie Alpha  
Rank/Rate: E4  
Command: NNNNN - NO UIC Assigned  
In-Theater Email: ctraining@Afghan.SWA.Army.mil

Work: 555-555-5555  
Cell: 555-555-5554  
Email1: ctrainino@gmail.com  
Email2: ctraining@Afghan.SWA.Army.COM

Name: Susie Training  
Relationship: Spouse  
Location: Chesapeake, VA  
Home: 555-555-5555  
Work: 555-555-5555  
Cell: 555-555-5555  
Email1: allentch@gmail.com  
Email2:

Command IA File Information Help

Edit

Command IA Coordinator (CIAC) Contact Info

CIAC: Adsit, William C (bill.adsit@intelestitech.com, 619-553-9017)

Last Sailor Contact: 10-20-2011 13:37 UTC-4 (Auto Updated)

Next Sailor Follow Up: 11-20-2011 (Auto Updated)

Sailor Contact Interval: Every Month

Last Family Contact: (Auto Updated)

Next Family Follow Up: (Auto Updated)

Family Contact Interval: Every Month

Individual Deployment Support Specialist (IDSS) Contact Info

FFSC: Oceana IDSS: HARN, MISTY D (MISTY.HARN.CTR@NAVY.MIL)

Last Contact: 03-15-2011 10:43 UTC-4 (Auto Updated)

Follow Up Due: 05-12-2011

Contact Interval: Every 2 Months

NR/NC: N/A

Contact Restriction: None

Deployment IA File Information

Noble Eagle No.: NE-4117-0007

Sailor Support UIC: 00060

Family Support UIC: 00060

IA Destination: Afghanistan

Orders Type: GSA

Family Pre-Deployment Brief Offered: 10-08-2010

Orders DTG: 230155Z FEB 11

Sailor Pre-Deployment Brief:

Family Pre-Deployment Brief Attended:

Departure Date: 05-07-2010

Family Received IA Family Handbook: 10-08-2010

Planned Return Date: 05-07-2011

Returning NMPS: 3254A - NORV

Family Pre-Return Brief Offered:

Scheduled Rotator Date: 05-02-2011

Scheduled WTP Date: 04-29-2011

Family Pre-Return Brief Attended:

Post-Deployment Information (\*Items in red are required to close the file)

1. \*Actual Return Date: 04-19-2011

Cmd. Sponsored Integration Event Held: N/A

Attended Returning Warrior Workshop (RWW): N/A

2. \*Post-Deployment Health Assessment (PDHA) Completed: 04-23-2011 (\*Set by MRRS)

3. \*Post-Deployment Health Reassessment (PDHRA) Completed: 10-04-2011 (\*Set by MRRS)

4. \*9-Month Since Return: 01-19-2012  
Service Member Separated on:

IA File History Help

Date / Time

Who

What

Details

11-04-2011 08:25 UTC-4

HEATHER MARTIN

Assignment

MISTY HARN assigned as IDSS

11-04-2011 08:25 UTC-4

HEATHER MARTIN

Assignment

MELANIE CLEMENTE removed as IDSS

- Populated by NMCMPs

Triggers required to remove record

Populated by MRRS
- Populated by CENTCOM/HOA BOG Trackers

CIAC/IDSS Info



# Sailor / Family Contact Interval

**Command IA File Information** [Help](#)

To record a contact:

1. Update any dates or IA information (optional)
2. At the bottom of the page, select a Reason For Update
3. Enter comment in text box
4. Click the Save button

Note: The "Last Contact"/"Next Follow up" dates are automatically updated only if a "Contacted" (starred) reason is selected

☐ **Sailor Did Not Execute Orders**  
Note: This will change IA File status. (File will be closed by NFAAS in approx. 2 weeks)

Coordinator (CIAC) Contact Info		
Last Sailor Contact: 11-29-2010 10:37 UTC-5 (Auto Updated)	Next Sailor Follow Up: 12-29-2010	Sailor Contact Interval: Every Month
Last Family Contact: 11-29-2010 10:37 UTC-5 (Auto Updated)	Next Family Follow Up: 12-29-2010	Family Contact Interval: Every Month

Deployment IA File Information		
Noble Eagle No.: NE-2940-0038	Sailor Support UIC: 61843	Family Support UIC: 61843
IA Destination: Afghanistan		Family Pre-Deployment Brief Offered:
Orders DTG: 280240Z DEC 09	Sailor Pre-Deployment Brief:	Family Pre-Deployment Brief Attended:
Departure Date: 06-11-2010	Sailor Received IA Handbook:	Family Received IA Family Handbook:
Planned Return Date: 06-06-2011	Returning NMPS:	Family Pre-Return Brief Offered:
Scheduled Rotator Date:	Scheduled WTP Date:	Family Pre-Return Brief Attended:

Post-Deployment Information (*Items in red are required to close the file)		
1. *Actual Return Date:	Cmd. Sponsored Integration Event Held: N/A	Attended Returning Warrior Workshop (RWW): N/A
Can be set before Actual Return Date above	Requires Actual Return Date and PDHA entries	Requires Actual Return Date, PDHA, and PDHRA entries
2. *Post-Deployment Health Assessment (PDHA) Completed:	3. *Post-Deployment Health Reassessment (PDHRA) Completed:	4. *9-Month Since Return:
<input type="checkbox"/> Not Required ( See DHCC instruction )	<input type="checkbox"/> Not Required ( See DHCC instruction )	<input type="checkbox"/> OK to Close File
<input type="checkbox"/> Not Performed	<input type="checkbox"/> Not Performed	<input type="checkbox"/> Close Case-Service Member Separated on:

Reason for Update: Choose One \* Only these reasons are considered "contacts".

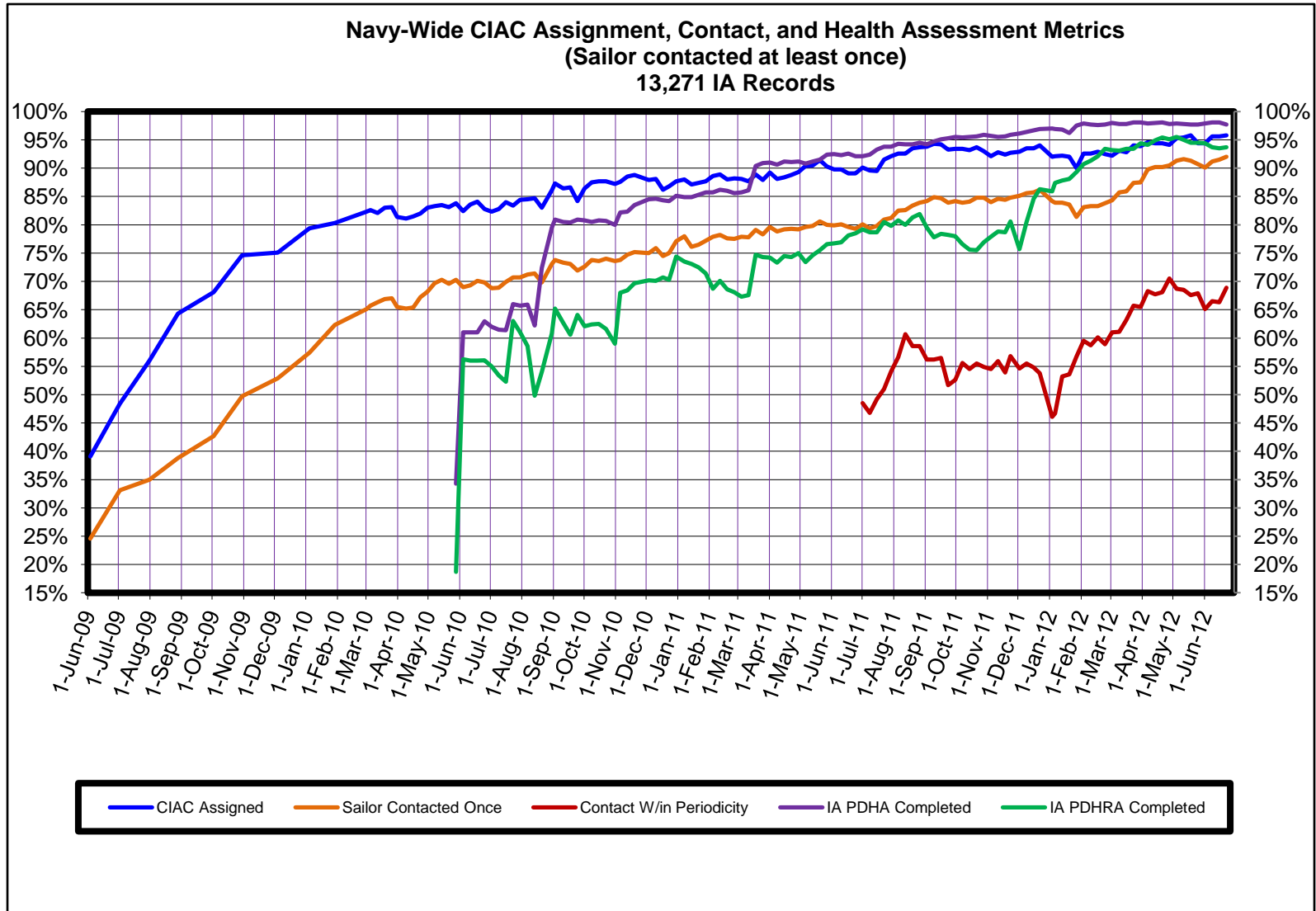
- Choose One
- Contacted Sponsor\*
- Contacted Family\*
- Contacted Both\*
- Attempted Contact
- Other Update

**\* To update you must indicate who was contacted (Sailor/Family) then click the Save button**

**Save** **Cancel**



# Report Capability & Trend Analysis





***Break***



# ***Resources***





# CIAC Resources

- **Navy IA Website:** [www.ia.navy.mil](http://www.ia.navy.mil)
- **Navy IA App for Smartphone Devices**
  - iPhone, Android, Blackberry
- **“The CIAC Paddle” bimonthly newsletter (archived on Navy IA website and distributed via NFAAS)**
- **USFF CIAC Action Officers:**
  - **ISCM Mark Helling: CIAC Compliance**
    - 757-836-6626 / DSN: 836-6626
    - [mark.p.helling@navy.mil](mailto:mark.p.helling@navy.mil)
  - **Mr. Paul Baker: IA Data & Metrics / NFAAS SME**
    - 757-836-8532 / DSN: 836-8532
    - [paul.a.baker@navy.mil](mailto:paul.a.baker@navy.mil)
- **ECRC website:** [www.ecrc.navy.mil](http://www.ecrc.navy.mil)
- **NMPS websites:** [Norfolk, San Diego, Gulfport, Port Hueneme](#)
- **NFAAS web site:** <https://navyfamily.navy.mil>



# ***IA Sailor & Family Resources***

- ***Navy IA Website:*** [www.ia.navy.mil](http://www.ia.navy.mil)
- ***Navy IA App for Smartphones:*** *iPhone, Android, Blackberry*
- ***NMPS websites:*** [Norfolk, San Diego, Gulfport, Port Hueneme](#)
- ***Command Ombudsman***
- ***Fleet & Family Support Center:*** *800-FSC-LINE, [FFSC Website](#)*
- ***NFAAS:*** <https://navyfamily.navy.mil>
- ***Chaplains:*** [www.chaplaincare.navy.mil](http://www.chaplaincare.navy.mil)
- ***Navy & Marine Corps Relief Society:*** [www.nmcrrs.org](http://www.nmcrrs.org)
- ***Red Cross:*** [www.redcross.org](http://www.redcross.org)
- ***Military One Source:*** *800-655-4545, <http://www.militaryonesource.com>*
- ***Operational Stress Control websites:***
  - ***Navy Operational Stress Control:*** [www.navynavstress.com](http://www.navynavstress.com)
  - ***Naval Center Combat Operational Stress Control:*** [NCCOSC Website](#)



# INDIVIDUAL AUGMENTEE PROGRAM

## *Deployed and /or Remote Assigned Sailors/Airmen*

- *IA Pre-Deployment & Re-Deployment Brief*
- *IA Resource Fair*
- *IA Transition Group*
- *Family Support*
- *Family Readiness Events*
- *Command IA Coordinator (CIAC) Forum*
- *Individual Deployment Support Specialist (IDSS)*
- *Ombudsman Support*





# ***Chaplain Support for IA Care***



***CDR PUMPHREY***



# Agenda



- ***How Chaplains and CIACs work together***
- ***Chaplain support for CIACs in Commands with no assigned Chaplain***
- ***Questions/Close***

UNCLAS



# ***How CIACs & Chaplains Work Together***

***Chaplains are available as a resource for CIACS and to accept referrals of IAs in need of support.***

***WE ASK CIACS TO WORK WITH US IN THESE WAYS:***

- 1. Get acquainted with your Chaplain***
- 2. Inform your Chaplain when IAs are in transition (having received orders, or just returned from deployment)***
- 3. Stay in contact with IAs - notice if there are problems***
- 4. If you become aware of difficult circumstances for an IA or IA family, let your Chaplain know so we can pray and offer support.***
- 5. Inform IAs and family of the Chaplain's availability.***



# ***What Chaplains Offer***



- ***Pastoral Care and Prayer***
- ***A Confidential Listening Ear***
- ***A Perspective of Faith***
- ***Specific Expertise in issues of: Grief, Death, Dying, Fear, Faith or Loss of faith, Hopelessness, Shame, Guilt, Forgiveness***



# The Standard for IA Sailor Care (Organic RMT)

## KEY TASKS AND GOALS

### PRE-DEPLOYMENT

#### **GOAL: DETERMINE DESIRED LEVEL OF SERVICE & SUPPORT READINESS TO DEPLOY**

##### **90-7 Days Before Departure**

- A. Collaborate with CIACS to serve in the Command as ...
  - 1. Chaplain care advisor to the CIAC in support of his/her responsibilities.
  - 2. A resource for training and education in pre-deployment, family readiness, spiritual readiness, resiliency, and similar topics.
  - 3. Advocate for the IA community's unique needs, risks, and challenges.
- B. Meet or phone IA Sailor to...
  - 1. Discuss pre-deployment needs offer confidential pastoral care and counsel.
  - 2. Clarify religious/rites/sacramental requirements.
  - 3. Identify pre-deployment stressors.
  - 4. Introduce IA to the local or nearest Spiritual Fitness Division (CREDO) office and discuss information on marriage enrichment, personal growth, spiritual growth, family enrichment, and singles retreats.
  - 5. Confirm desired level of service for further follow-up.
  - 6. Link to Navy support resources.
  - 7. Link to community support resources, as required.

### MID-DEPLOYMENT

#### **GOAL: FOLLOW-UP CARE & SUPPORT**

##### **Mid-point of the deployment**

Per service member instructions, phone or email IA spouse, parent(s), or significant other(s) to offer confidential religious care support, encouragement, and linkage to relevant Navy support resources.

### POST-DEPLOYMENT

#### **GOAL: CELEBRATE HOMECOMING & PROVIDE REINTEGRATION SUPPORT**

##### **7-90 Days After Return**

- A. Collaborate with CIACS to serve in the Command as ...
  - 1. Chaplain care advisor to the CIAC in support of his/her responsibilities.
  - 2. A resource for training and education in post-deployment, family readiness, spiritual growth and resiliency, and similar topics.
  - 3. A sponsor of IA participation in post-deployment reintegration support services (e.g., Returning Warrior Weekends, CREDO retreats, "ready room" programs.)
  - 4. An advocate for the IA recognition of IA services rendered.
- B. Meet or phone IA Sailor to...
  - 1. Express "welcome home" appreciation for service rendered.
  - 2. Conduct post-deployment religious needs assessment and offer confidential pastoral care and counsel.
  - 3. Identify post-deployment stressors.
  - 4. Assess religious/rites/sacramental needs requirements.
  - 5. Re-introduce IA to the local or nearest Spiritual Fitness Division (CREDO) office and discuss information on marriage enrichment, personal growth, spiritual growth, family enrichment, and singles retreats.
  - 6. Encourage completion of post-deployment surveys.
  - 7. Re-confirm desired level of service for further follow-up.
  - 8. Provide links to Navy support resources.
  - 9. Provide links to community support resources, as required.

The Chaplain/RMT serves throughout the deployment cycle as essential partners with the command for spiritual, moral, and ethical maturity and resiliency in accordance with SECNAV Instruction 1730.7D



# ***How to Access a Chaplain for IA Support?***

- 1. If you have a Command Chaplain – go there!***
- 2. If you don't have an assigned Chaplain:***  
***Access a Duty Chaplain through the Base  
Quarterdeck***
- 3. Contact USFFC Staff Chaplains for IA Care  
([ia.care.fct@navy.mil](mailto:ia.care.fct@navy.mil))***
- 4. Chaplain Care: [www.chaplaincare.navy.mil](http://www.chaplaincare.navy.mil)  
(24/7), 1-877-41-TOUCH (86824)***



# Questions?



**Contact us**  
**[ia.care.fct@navy.mil](mailto:ia.care.fct@navy.mil)**



# ***Conclusion***





# Top IA Support Issues

- ***Lack of quality care from parent command / CIAC during the IA Deployment***
  - *Parent Command shows inadequate empathy for their IA Sailor*
- ***Incomplete Pre-Deployment screening***
  - *Security Clearance, ISOPREP, medical issues, compliance with orders*
- ***Insufficient career management support from parent command***
  - *PTS, advancement exams*
- ***No or poor parent command support in the Re-Deployment phase***
  - *IA is not supported properly following transfer to a new command*



# CIAC Keys to Success

- **Read** all IA Sailor Orders in their entirety!
- **Utilize** the **Navy IA website**
- **Be proactive** to ensure your Sailors are prepared prior to deployment!
- **Contact** your IA Sailor regularly and document in **NFAAS!**
- **Ask** questions!



# Conclusion

- ***IA Success is a Command Responsibility!***
- ***Successful Command support of IA Sailors starts with a proactive and committed CIAC!***
- ***Complete the NFAAS tutorial***
- ***Visit the [Navy IA website](#) habitually for “What’s New” and changes to IA policy***
- ***Email [usff.ia.fct@navy.mil](mailto:usff.ia.fct@navy.mil) with any questions***

